



## Health Board Patient Safety Group

### Terms of Reference

#### 1.0 INTRODUCTION

- 1.1 [REDACTED], has established the Patient Safety Group (PSG). The PSG is a formal sub group of the Health Board Quality Delivery Group (QDG) and is the single point of focus for all patient safety related activity across the Health Board. The detailed terms of reference and operating arrangements in respect of these meetings are set out below in the Terms of Reference document.
- 1.2 The PSG has a direct line of accountability to the Health Board Quality Delivery Group with its reports being received at QDG, and to the Quality, Safety and Experience (QSE) Committee of the Health Board via the Patient Safety Report. It will also receive and provide reports to Board Committees, the Executive Team, the Health Board Leadership Team and other Health Board Delivery Groups as needed.

#### 2.0 PURPOSE

- 2.1. The purpose of the PSG is to ensure the Health Board provides safe services to the people it serves in accordance with safety related standards. Specifically the group will:
- Approve procedures and policies related to patient safety;
  - Seek assurance on the safety of services being provided to patients;
  - Identify risks and opportunities for improvement in patient safety;
  - Commission and provide coordination of initiatives and work to improve patient safety;
  - Provide direction to IHCs and Regional Services on the actions needed to improve patient safety.
  - Support the delivery of the requirements of the Clinical Governance, Patient Experience and Safety Special Measures Domain as identified by the Chair of the Quality Delivery Group.

#### 3.0 DELEGATED POWERS

- 3.1 The PSG is empowered by the [REDACTED] and QDG to:
- Approve procedures and policies related to patient safety ;
  - Seek evidence based assurance from clinical and corporate services in relation to patient safety;

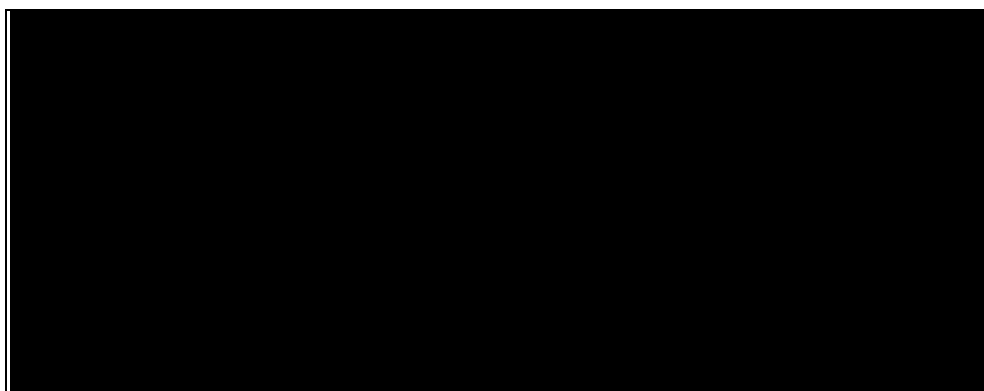
- Commission and provide coordination of initiatives and work to improve patient safety
- Provide direction to clinical and corporate services in relation to improving patient safety;
- Support the effective operational management of the Health Board, enabling issues related to patient safety to be anticipated, discussed and actions agreed;
- Enable and support the appropriate integration, connection and liaison between individual services, between clinical and corporate functions and between strategic and operational matters;
- Make management decisions on issues within the remit of the PSG, in-line with the Board's Scheme of Delegation.

#### **4.0 AUTHORITY**

- 4.1. The PSG is in effect an extension of the QDG, and derives its authority from and is therefore accountable to the [REDACTED]. The PSG will work closely with the QDG and other groups.
- 4.2. The PSG has responsibility for co-ordinating and providing the QDG and QSE Committee with evidence based assurance regarding patient safety in the Health Board.
- 4.3. The PSG is authorised to investigate or have investigated any activity within its terms of reference. In doing so, PSG shall have the right to inspect any records or documents of the Health Board relevant to the PSG's remit and ensuring patient/client and staff confidentiality, as appropriate. All employees are directed to cooperate with any legitimate request made by the PSG.
- 4.4. The PSG will engage with employees, committees or groups as set up by the Board or by the Executive Team to assist in expediting its role.
- 4.5. The PSG may obtain outside legal or other independent professional advice via the [REDACTED] if it considers it necessary, in accordance with the Board's procurement, budgetary and other requirements;
- 4.6. The PSG will review risks from the appropriate Risk Registers and advise the QDG, the Risk Management Group (where over the score of 15) and QSE Committee on the appropriateness of the scoring and mitigating actions in place.

#### **5.0 MEMBERSHIP**

- 5.1 The core members are:





- Chairs of the sub-groups if not already a member
- SCC -Safe Care Collaborative
  - Medical Devices Oversight Group
  - Medical Gases Group
  - Safer Medicines Steering Group
  - FALLS Improvement Group
  - HAPU -Health Care Acquired Pressure Ulcer Improvement Group
  - ILP -Incident Learning Panel
  - Nosocomial Covid 19 Group
  - INCHS -Inpatient Nutrition, Catering Hydration Improvement Group
  - WAST/BCU Incidents
  - STEAR - Sepsis Trigger, Escalation and Antibiotic Stewardship Improvement Group

- 5.2 Other officers will attend as required by the Chair of the PSG, as well as any others from within or outside the organisation whom the Chair of the PSG considers should attend, taking into account the matters under consideration at each meeting.
- 5.3 The membership of PSG shall be determined by the Chair of the PSG taking account of the balance of skills and expertise necessary to deliver the PSG's remit and subject to any specific directions made by the QDG.
- 5.4 Subject to approval by the Chair of the PSG, nominated deputies are permitted and will have the full voting rights and accountability of the member for whom they are deputising.
- 5.5 The [REDACTED] and their Office shall act as secretariat for the meeting.

## **6.0 MEETINGS**

- 6.1 At least one third of core members must be present to ensure the quorum of the PSG, one of whom must be the Chair or Vice-Chair.
- 6.2 Where members are unable to attend a meeting, a nominated deputy should be asked to attend, at the discretion of the meeting Chair.
- 6.3 Decisions shall be made by consensus, where a vote is required a simple majority of those in attendance will confirm the decision, provided that the meeting Chair is in agreement.
- 6.4 Where the PSG is unable to make a decision, the meeting Chair may refer the matter to the QDG.

- 6.5 There may, occasionally, be circumstances where decisions, which would normally be made by the PSG, need to be taken between scheduled meetings. In these circumstances, the Chair of the PSG, supported by the secretariat, may deal with the matter on behalf of the group. The secretariat must ensure that any such action is formally recorded and reported to the next meeting for consideration and ratification. Chair's Action may not be taken where the Chair has a personal or business interest in the urgent matter requiring decision.
- 6.6 [REDACTED] as secretariat, will develop and maintain a Cycle of Business for the PSG which shall be approved by the Chair of the PSG.

## **7.0 RELATIONSHIP & ACCOUNTABILITIES WITH THE BOARD AND ITS COMMITTEES**

- 7.1 The PSG will engage with other groups to ensure the connection and consideration of programmes of work.
- 7.2 PSG members are directly accountable to the Chair for delivering the functions set out in the Terms of Reference.
- 7.3 The PSG shall embed the Health Board's values, standards, priorities and requirements across all aspects of its work.

## **8.0 REPORTING AND ASSURANCE ARRANGEMENTS**

- 8.1 The PSG shall:
- provide a monthly Chair's Assurance Report that will be shared with the QDG (additionally, a Patient Safety Report is provided to the QSE Committee which will include details of the work of the PSG);
  - bring to the QDG or QSE Committee's specific attention to any significant matters under consideration by the PSG;
  - ensure appropriate escalation arrangements are in place to alert the Executive Team, or Chairs of relevant Board Committees / other groups of any urgent or critical matters that may affect the operation and/or reputation of the Health Board.

## **9.0 REVIEW**

- 9.1 These terms of reference and operating arrangements shall be reviewed after 6 months by the PSG and any changes recommended to the QDG for approval

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